



City of Carrollton ITS

City of Carrollton Asset Change Form

This form is for adding, removing, or relocating all computers, printers, scanners, fax machines, and copiers. Please fill out all information and submit to Tommy Higginbotham at City Hall.

Department: _____

Date of Change: _____

Type of Change: Acquisition Disposal Relocation

Item Description

Please Circle

Computer Monitor Printer Scanner Fax Machine Copier

If more than one item, please list additional items here:

Asset Tag #: _____

Serial #: _____

Brand Name: _____

Model: _____

Asset Tag #: _____

Serial #: _____

Brand Name: _____

Model: _____

Asset Tag #: _____

Serial #: _____

Brand Name: _____

Model: _____

Asset Tag #: _____

Serial #: _____

Brand Name: _____

Model: _____

Vendor Information: _____ Price: _____

Current location: _____ Current User: _____

New Location: _____ New User: _____

Employee Signature: _____

Date entered into database _____ Entered By _____